



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: ACCOUNTING TECHNICIAN

REPORTS TO: Manager of Fiscal Services/Budget

SITE: District Office

CLASSIFICATION: Classified Bargaining Unit

WORK YEAR: 12 Month

SALARY: Range 144 – Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: June 9, 2022

JOB SUMMARY:

Under general supervision, to perform technical accounting and bookkeeping work related to general ledger accounting; accounts receivable, accounts payable, cash management; budgetary accounting; program accounting and financial reporting; and perform other related work as required.

CLASS CHARACTERISTICS:

The Accounting Technician class is the Para-professional class in the fiscal occupational series. Incumbents generally work under the supervision of a professional level position, may have lead responsibilities, and are expected to resolve all but the most difficult technical accounting problems. Accounting Technicians perform full charge bookkeeping work for large district programs, and exercise independence and initiative in completing work assignments with a high degree of accuracy and within established time frames.

ESSENTIAL FUNCTIONS:

1. Keep a complete set of financial transactions, and establish and adjust accounts; review financial transactions for accuracy and correct account assignment.
2. Prepare and balance monthly journal entries and accounting corrections, and verify ledger entries.
3. Assist in the preparation, analysis, and review of revenue estimates, program operating costs, fund conditions, and budget accounts; prepare monthly cash flow report.
4. Audit purchase order requests to ensure each account has adequate funds.
5. Verify and reconcile bank statements by checking the deposits and checks.
6. Audit cash disbursements and cash receipts for internal control.
7. Prepare budget revisions; close books with adjusting journal entries.
8. Review and discuss accounts with department managers and assists in preparation of departmental budgets.
9. Prepare account information for preparation of financial reports.
10. Reconcile district records with records maintained by the County Office of Education.
11. Administer and maintain vendor data base; and oversee vendor logistics function while ensuring compliance with government reporting and regulation.
12. Comply with District Purchase Policy to ensure proper documents are prepared for the Board/Superintendent Contract Approvals under different thresholds, create purchase orders in Financial system, obtain invoice approvals, and submit invoice to accounts payable.
13. Review and process revolving check request and miscellaneous items related to accounts payable, reconcile for completeness and accuracy.
14. Maintain employee leave tracking; and track and calculate sick leave hours.
15. May supervise the work of clerical accounting staff.

Employment Standards:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

Education:

Associate Arts degree in business or accounting or equivalent coursework.

Experience:

Three (3) years of increasingly responsible experience in the maintenance and audit of financial and statistical records preferably involving some full charge bookkeeping.

KNOWLEDGE AND SKILLS:

- Principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices.
- General ledger accounting.
- Accounting procedures used in preparing financial statements and fiscal reporting.
- Governmental and fund accounting procedures for accounts payable, accounts receivable, and disbursements.
- Attendance recording and reporting requirements and formats, including District attendance reporting procedures and regulations.
- Understanding of applicable District policies and procedures and State Education codes applicable to area of assignment.
- Computer-aided accounting system to maintain accounts, enter accounting transactions, and extract detail and summary information.
- Modern office methods, practices and procedures.
- Automated accounting systems.
- Sufficient writing skills to prepare basic business correspondence, accounting instructions, and account footnotes.
- Sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages.

ABILITY TO:

- Interpret and apply relevant laws, rules, policies and other guidelines associated with assigned functional area.
- Establish and maintain accurate financial records and prepare forms, records, summaries and reports.
- Gather, review and evaluate data and information for compliance with established procedures and controls.
- Reconcile financial data and transactions.
- Audit accounting records and other sources documents.
- Perform advanced clerical accounting work involving maintaining books of account, preparing closing entries, making account adjustments, and preparing summary reports.
- Plan work assignments and manage time.
- Analyze and resolve clerical accounting problems.
- Prepare data spreadsheets.

- Communicate effectively orally and in writing.
- Answer questions regarding financial and accounting procedures and related matters.
- Attention to detail and accuracy.
- Work independently and using sound judgment within the framework of policies, procedures and guidelines.
- Communicate effectively, verbally and in writing, with a variety of people (staff, students, parents, vendors, etc.) while multitasking and prioritizing work.
- Make rapid and accurate arithmetic calculations.
- Operate standard office equipment including computers and adding machines with speed and accuracy.
- Establish and maintain effective working relationships with those contacted in the course of work; and work productively and cooperatively with others of diverse cultural and socio-economic backgrounds.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Organize and prioritize work to meet deadlines and timetables.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL REQUIREMENTS:

- Ability to read hand-written and fine printed materials.
- Ability to hear conversation in person and on the telephone.
- Ability to speak in an understandable voice.
- Ability to operate a computer keyboard, copier, calculator and related office equipment.
- Ability to sit for extended periods of time.
- Mobility to move from desk to cabinets and files within a department.
- Ability to lift up to 20 pounds.
- Ability to work in moderate to high noise level working environment.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

Click on the links below to view our District's Racial Equity Policy and Regulation.

- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)
- [Equity Flyer](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.